

**New Jersey Civil Service Commission**

**2012 SHERIFF'S OFFICER SERGEANT  
ORIENTATION GUIDE**

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# 2012 SHERIFF'S OFFICER SERGEANT ORIENTATION GUIDE

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## 2012 SHERIFF'S OFFICER SERGEANT ORIENTATION GUIDE

### *Introduction*

The New Jersey Civil Service Commission (CSC) has prepared this supplemental orientation guide for promotional candidates who will participate in the 2012 Sheriff's Officer Sergeant examination. The information in this booklet and the **General Multiple-Choice Study Guide** (available via the CSC's website at [www.state.nj.us/csc/seekers/jobs/safety/pro\\_law\\_enforce\\_opp.html](http://www.state.nj.us/csc/seekers/jobs/safety/pro_law_enforce_opp.html)) is designed to help candidates better understand the testing process and the types of questions they will encounter on the Sheriff's Officer Sergeant examination. The examination is designed on the basis of information obtained from a job analysis of the Sheriff's Officer Sergeant position. We encourage candidates to carefully review this guide along with the General Multiple-Choice Study Guide and to take advantage of any and all opportunities to prepare for the examination.

### *When and where will the examination be held?*

The **TENTATIVE** timeframe to administer the Sheriff's Officer Sergeant examination is **May 2012**. However, in the event that there are difficulties scheduling the examination for any unforeseen reason, the examination date may change. The test date and location will be confirmed when candidate examination notices are mailed two to three weeks prior to the test date.

### *Electronic devices and personal items in the examination center*

With the threat of high-tech cheating on the rise, possession of personal communication devices, such as cell phones, BlackBerrys, pagers/beepers, photographic equipment, MP3 players, or other similar electronic communication devices, is prohibited at test centers. **Candidates who are seen with these devices in the test center, even in a power-off mode, will be disqualified and dismissed immediately.** The device may also be confiscated to ensure that an attempt was not made to compromise the testing process. In addition, briefcases and other personal items should not be brought inside the test center. The Civil Service Commission is not responsible for any personal items. Upon completion of the testing process, candidates must leave the testing premises so that other candidates (still involved in the testing) will not be disturbed or distracted by outside conversations.

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### *How is the examination developed?*

A job analysis was conducted to identify the knowledge and abilities that are necessary to perform the job of Sheriff's Officer Sergeant. A job analysis is the process of critically examining job components in order to provide a functional description of a job. Based on this job analysis, several work components were identified, and it is from these work components that a distinct examination has been developed. During the job analysis, senior Sheriff's personnel ranked each Sheriff's Officer Sergeant work component in terms of its importance. Examination questions will relate to those work components that were determined to be most critical. These work components, which have been translated into test content areas, are shown below along with their relative test weights (rounded %). The test weights depict the percentage of the test devoted to each content area.

<b><u>Weight</u></b>	<b><u>Test Content</u></b>
14.29%	Arrest, Search & Seizure
14.29%	Effectiveness of Expression
14.29%	Report Writing
14.29%	Interpersonal Relations
14.29%	Criminal Investigation
14.29%	Court Practice
14.29%	Supervision

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### *Are there study materials that candidates can use to prepare for the examination?*

The following sources may be used by the Civil Service Commission to develop test questions for this examination. Please note, however, that the development of all test questions may not be restricted to these particular sources.

New Jersey Criminal Code 2C

Law Enforcement Management: What Works and What Doesn't  
by Michael Carpenter and Roger Fulton—Looseleaf Law Publications 2010  
ISBN-978-1-932777-90-1  
<http://www.looseleaflaw.com/>

A Practical Career Guide for Criminal Justice Professionals  
by Michael Carpenter and Roger Fulton—Looseleaf Law Publications 2008  
ISBN-978-1-932777-42-0  
<http://www.looseleaflaw.com/>

The Criminal Investigative Function: A Guide for New Investigators  
by Joseph Giacalone—Looseleaf Law Publications 2011  
ISBN-978-1-60885-023-5  
<http://www.looseleaflaw.com/>

Prior to the posting of this guide, the publisher of the textbooks indicated sufficient quantities of the titles listed above. [The Civil Service Commission will not be responsible for the quantity of books available.]

Candidates should be able to buy these texts at their local bookstore, through an online bookstore, or directly from the publisher. If there are any problems regarding the availability of these texts, please contact the publisher at the websites noted above.

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### *Are there any practice multiple-choice questions?*

The following three questions are sample questions that are similar to the ones that will appear in your examination.

1. Janet Cooper is being sued by her neighbor, Charles Matthews, for allegedly damaging his fence when she backed into it with her car. She receives a written order directing her to appear before the court at a particular time and place to answer the complaint by Charles Matthews. This written order is called a(n)
  - (a) petition.
  - (b) affidavit.
  - (c) summons.
  - (d) mandamus.
  
2. Title 2C:6-1 clearly establishes a bail limit for persons accused of minor offenses. Which statement is **NOT** correct as it relates to this statute?
  - (a) The court may, for good cause shown, impose a higher bail that exceeds \$2,500.
  - (b) Bail may exceed the \$2,500 limit if the court finds that the person presents a serious threat to the physical safety of potential evidence.
  - (c) Bail may exceed the \$2,500 limit if the court finds that the person presents a serious threat to the physical safety of persons involved in circumstances surrounding the alleged offense.
  - (d) The bail limit of \$2,500 is restricted to disorderly person's offenses, petty disorderly person's offenses, and municipal ordinances.
  
3. Sergeant Jacobs is part of a special team of officers who are responsible for attending career fairs on college campuses to recruit entry level Sheriff's Officers. As a routine part of his job, Sergeant Jacobs communicates with university administration to determine when these career fairs will be held so that officers can be scheduled to attend. As a result of workload demands, Sergeant Jacobs decides to delegate this task to one of his subordinate officers who is also a member of the recruitment team. Sergeant Jacobs knows that by delegating this routine task to his subordinate, he is
  - (a) giving his subordinate officer an opportunity to grow professionally.
  - (b) no longer responsible for the task.
  - (c) guaranteeing that his subordinate officer will perform this task correctly.
  - (d) contributing to his own elimination from the organization as a "surplus" staff member.

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### *What are the correct answers to the practice questions?*

The answer to sample Question #1 is (c). A summons is a document that commands a defendant to appear before the magistrate at a particular time and place to answer the complaint made by the plaintiff.

The answer to sample Question #2 is (d). The question asks you to choose the statement that is **NOT** correct. Options (a), (b), and (c) are all correct based on NJ Title 2C:6-1. Option (d) is not correct because it should include "a crime of the fourth degree."

The answer to sample Question #3 is (a). Delegation helps subordinates develop and spreads responsibility throughout the organization. Option (b) is incorrect because the supervisor does not absolve himself of his responsibility through the delegation of routine tasks to a subordinate member of his unit. Option (c) is incorrect because delegation does not guarantee that the subordinate will perform the task correctly. Option (d) is incorrect because a supervisor would not be contributing to his own elimination through the delegation of routine tasks to a subordinate.

***NOTE: These are only sample items. The examination will contain different questions, although similar in structure and content. Answering these sample items correctly does not guarantee you the same success on your examination.***

### *How is a candidate's seniority score and final score calculated?*

A candidate's final score (and rank) on a New Jersey Civil Service Commission Sheriff's Officer promotional list consists of two weighted parts: the test score and the seniority score.

The seniority score is comprised of the time from the regular appointment date (of the eligible title) to the closing date of the announcement, minus the time spent on suspensions, layoffs, and regular leaves of absence without pay (other than military) such as educational, gubernatorial appointments, personal, sick, disability, family, voluntary furlough, furlough extensions, and to fill elective office (day for day deduction from length of service). Seniority is weighted at 20% and test score is weighted at 80% for Sheriff's Officer Sergeant promotional examinations. Seniority is combined with the test score to produce the final average score.

### CALCULATION OF SENIORITY SCORE

To a base score of 70.000, one point is added for each year of eligible service up to a maximum of 15. The maximum possible seniority score is 85.000.

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### *How will the list be used to make promotional appointments?*

If you pass your exam, your name will go on a promotional list ranked by your final score (a composite of multiple-choice examination score and seniority score). This promotional list will last for 3 years from its promulgation date or until it is exhausted, whichever is sooner. However, for good cause, the promotional list may be extended by the Commissioner of the Civil Service Commission for up to 1 additional year.

When your appointing authority (hiring agency) notifies the CSC that it wants to fill vacancies, the CSC sends it the names that are ranked highest on the promotional list. This is called a certification list. When your name appears on a certification list, it means that you may be interviewed and considered for promotion.

Also, when your name appears on a certification list, the CSC will send you a Notification of Certification. You must contact the appointing authority in writing within 5 business days to express your interest. If you do not respond, your name may be removed from the promotional list.

If a disabled veteran or veteran is the first name on the certification, the appointing authority must hire that candidate unless there is a very good reason not to. If there are no disabled veterans or veterans on a certification, the appointing authority can normally choose from among the top 3 candidates for each position.

**NOTE: All appointments will be conditional pending resolution of all scoring appeals related to the examination. Once all appeals have been resolved, appointments from the list will be considered permanent.**



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### *What is the Civil Service Commission's make-up policy?*

Pursuant to N.J.A.C. 4A:4-2.9, make-up examinations for public safety promotional examinations may be authorized only in cases of:

- I. Error by the Civil Service Commission or appointing authority.
- II. Death in the candidate's immediate family as evidenced by a copy of the death certificate; or
- III. Catastrophic injury or illness requiring an extended convalescent period provided the candidate submits a doctor's certification containing a diagnosis and a statement clearly showing that the candidate's physical condition precluded his or her participation in the examination, as well as documentation from the candidate's employer noting the candidate's related leave from work.
- IV. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c).
- V. Exoneration from pending disciplinary or criminal charges will be handled as stated in N.J.A.C. 4A:4-2.9(d).

Make-up requests must be submitted, in writing, with supporting documentation, to: NJCSC Make-Up Exam Unit, Attn: Marty Berrien, P.O. Box 310, Trenton, NJ 08625-0310 within 5 days upon receipt of your Notification Card.

**NOTE:** All requests for **medical** make-up examinations must be accompanied by the Civil Service Commission's Medical Authorization for Make-up Examination form (DPF-728), completed by the treating physician. The Medical Authorization for Make-up Examination form can be obtained through the Make-up Unit or from our website at <http://www.state.nj.us/csc/about/publications/forms/>.

### ***ADA Policy***

Candidates with a first-time request for ADA accommodations must check Box 8 on the front of their application. They will subsequently be contacted for information regarding their special need(s).

Candidates with special situations/ADA concerns, who have already been approved for ADA accommodations with the CSC, must contact Marty Berrien at 609-292-4144, ext. 1991001 upon receipt of their examination notification, in order to request/discuss accommodations for their special needs.

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### ***Will make-up candidates take the same examination?***

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. It would, however, match the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination. If a different examination is used for make-up purposes, make-up candidates may be required to obtain or use resource material for test preparation/study purposes that is particular to the make-up examination.

### ***Conclusion***

This orientation guide was designed to help familiarize candidates with aspects of the Sheriff's Officer Sergeant examination, as well as provide some suggestions for preparation. The suggestions provided here are not exhaustive; we encourage candidates to engage in whatever additional preparation strategies they believe will enhance their chances of performing effectively on the examination.

We hope that this orientation guide has been beneficial to you. GOOD LUCK!